

**DIRECTIONS FOR COMPLETING THE SURVEY
OF HOME HEATING CONSUMPTION**

Attached is the list of suppliers that you need to contact for the annual home heating consumption survey. The selection is suppliers who are headquartered in your county with the largest number of MEAP customers by fuel type. Many times this MEAP customer number includes households outside your county. Based on the supplier's size of MEAP customers, some suppliers are dropped and others added to the sample selection process.

Because the LIHEAP reauthorization requires that energy programs start to look at this program as an energy service instead of merely a heating service, this year the energy burden for each household in the heating survey needs to be collected. This means that columns 5 to 9 have been added to each fuel supplier data form that you need to complete by reviewing the MEAP data base and calling the household's utility.

It is important that a third party (that is you) alone review MEAP households' home heating consumption records. In addition, the data needs to be obtained in person, not by telephone to insure that the data is not skewed by the supplier's choice. Please call the fuel supplier to arrange a convenient time to visit to review the customer's records. The signature of the person who provides the data at the supplier's office should be filled in at the bottom of the form. (The supplier's name is at the top of the form.)

The survey needs adequate data to draw reliable conclusions about home consumption trends; every survey form should be completed and returned. A blank form is included for this purpose and may be reproduced.

Also, the household's home address needs to be given. This is done so that each year the cost of heating the same residence can be reviewed and compared to the previous year's consumption. If a household included in last year's survey has moved from its original residence, please choose another MEAP household residence with a similar consumption history to replace the original household in the survey.

The records of ten customers must be reviewed for each fuel type. Avoid listing households who show purchases equaling ONLY the MEAP benefit, unless you believe the MEAP benefit was the total winter consumption (record only the dollar value, no cents). The records that you review should represent a profile of the prevalent housing types in your area. For example: if 80% of the homes in your area are single family homes, eight of the ten families whose records are reviewed should live in single family homes.

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The housing type line on the form is blank and it is your responsibility to fill in the housing type information on the form. The housing types to look for are:

- * One Story, less than 1,000 sq. ft. (Rancher, L Shape)
- * One Story, more than 1,000 sq. ft.
- * Two Story (includes split-level, Cape Cod...)
- * Trailer/Mobile Home
- * Row/Town House

After reviewing the form, you will note that the first column must show housing type; the second column must show the customer's home address; the third column must show the total heating consumption for the winter months in fuel units (October 1, 2006 – March 31, 2007); and last column, the total cost for the units used.

The report (template available by e-mail: should be sent to the State OHEP office no later than June 1, 2007. If you have any questions, please call Ralph Markus at 410-767-7415 or e-mail rmarkus@dhr.state.md.us

FIA/OHEP-09-002-S
ATTACHMENT CC

HOME HEATING CONSUMPTION SURVEY/ENERGY BURDEN STUDY

Fuel Type:

LAA:

Energy Supplier:

Housing Type	Address	Heating Consumption in	Total Actual Cost *	Family Size	Monthly Income	Utility Name	USPP Y/N	Annual Usage
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
averages								

(Signature & Title of Energy Contact)

Submitted by:

Staff)

*This figure is the **total cost** for the heating season (10/1/06-3/31/07)

I Select households that were in last year's survey. If the household is no longer a MEAP recipient, substitute another MEAP household with similar housing type.

II The housing types should reflect the common housing types in this area.

Please return by June 1,

_____(Agency

(Name)

_____(Position)

_____(Date)

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MEAP: bulk fuel survey